

Excel 2000: Level 1 Worksheets

Course length: 1 day

Prerequisites: *Windows 98: Introduction*, or equivalent knowledge.

Overview: Students will learn basic worksheets skills and how to work with data in worksheets.

Performance-based objectives:

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Identify the disadvantages of paper spreadsheets and the advantages of electronic spreadsheets by exploring both.
- Create a basic worksheet by entering text, values, and formulas.
- Create formulas by using Excel's built-in functions.
- Move and copy data by using shortcut menus, drag-and-drop editing, and toolbar buttons.
- Change the appearance of worksheet data by using a variety of formatting techniques.
- Prepare a document for printing by using the spell checking feature and a variety of printing options.
- Use the three-dimensional aspect of the Excel workbook environment by creating formulas that refer to cells on multiple worksheets.
- Save an Excel workbook as a Web page.

Course content:

Lesson 1: Excel Basics

The paper spreadsheet
The Excel program
The workbook environment

Lesson 2: Entering Data and Navigating in a Worksheet

Entering and correcting data
Saving a file
Using formulas
Opening a second file
Navigation and movement techniques

Lesson 3: Modifying a Workbook

Working with ranges

Working with functions

Editing cell contents

Lesson 4: Moving and Copying Data

Inserting rows and ranges
Moving data
Copying data
Absolute references

Lesson 5: Formatting a Worksheet

Formatting a worksheet
Number formats and text alignment
Copying and pasting formats
Special and custom formatting

Lesson 6: Printing a Worksheet

Checking spelling
Using the Print Preview command
Printing a large worksheet



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Additional print options

Lesson 7: Introduction to the Workbook Environment

- Using the Fill Series feature
- Using a multiple-sheet workbook
- Creating a chart
- Outlining
- Spreadsheet Solutions

Lesson 8: Creating Excel Web Pages

- Using Excel as a Web tool